



SELECTION AND RANKING CRITERIA

a) Adequacy of the degree (weighting: 25%). Scale:

- 20 = Highly appropriate (Economics, Political Science, International Relations and Sociology)
- 15 = Appropriate (Law, Public Administration, European Studies, Management and Finance)
- 10 = Less appropriate (other degrees)

b) Graduation average (weighting: 35%). Scale:

- 20 = Graduation average between 17 and 20
- 16 = Graduation average between 15 and 16
- 14 = Graduation average between 13 and 14
- 10 = Graduation average between 10 and 12

c) Work experience (weighting: 10%). Scale:

- 20 = more than 5 years of experience in activities relevant to the master's program
- 10 = some experience in activities relevant to the master's program
- 0 = no experience in activities relevant to the master's program

d) Motivation for the master's program (weighting: 30%). Scale:

- 20 = high, well-articulated, very coherent
- 15 = high, consistent, coherent
- 10 = moderate, with some inconsistencies
- 0 = low and or did not deliver a letter of motivation

The final score for each applicant is the weighted average of the scores obtained in the established criteria and is expressed on a numerical scale from 0 to 20, rounded up to hundredths.

MINIMUM SCORE

Only applicants who obtain a final score of 13 or more can be admitted.

¹ For international students with a different grading system, the graduation average will be converted.

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TIE-BREAKER RULE

In the event of a tie between applicants for the last available position, the applicant with the highest graduation average will be admitted. If there is still a tie, they will be ranked according to the date and time of application for the Master registered in the submission platform (from the oldest to the most recent).

HOLDERS OF A FOREIGN QUALIFICATION

In line with the legislation in force, applicants admitted with a foreign qualification are conditionally admitted and are subject to internal recognition of the qualification.

Students with diplomas or certificates issued by foreign higher education institutions must ensure that the documents submitted in their application:

- Make reference to the final classification obtained to conclude the degree and its respective scale.
- Are complemented by a supporting document that lists the courses taken to complete the degree, the student's marks in those courses and the length of the programme.
- Are accompanied by a certified translation, whenever these documents are produced in a language other than Spanish, French, English or Italian.

APPLICATION DOCUMENTS

The application is made exclusively online. The following documents are mandatory:

1. Photo
2. Copy of citizen card or passport
3. Bachelor diploma with final grade*
4. Transcripts of records with all courses and grades
5. Curriculum vitae
6. Letter of motivation (filled in at the application platform)
7. Proof of English language proficiency

* Applicants still completing the bachelor degree must upload a declaration of honor (draft available on the platform) as an alternative to the diploma.

Applicants that do not submit the above-mentioned documents are transferred to the next round. If they do not deliver the missing documentation by the end of the application period of the subsequent round, they will be excluded.

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Applicants who are not admitted due to lack of vacancies are transferred to the next round. In the last round, candidates hold the status of substitutes, being allowed to enroll in the study cycle if there are vacancies left from non-enrolled admitted candidates, for the academic year to which the application refers.

COMMITTEE FOR THE ANALYSIS OF APPLICATIONS

Professor Paulo Miguel dos Santos Marques

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